

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Central Office Assistant

BASIC FUNCTION:

Under general supervision of the Director, Human Resources and Public Communications, to perform a variety of technical and complex clerical tasks in an administrative office, including the recruitment, processing, and placement of substitute teachers and classified substitutes, to assist in the procurement of goods, materials, supplies, and equipment for the Central Office; and to be responsible for providing routine information to the public and to act as the District's telephone operator and receptionist; and to do other related work as required.

ESSENTIAL DUTIES:

- Operate a multi-line telephone system in receiving, transferring and placing telephone calls.
- Answer questions in response to inquiries related to routine policies, regulations, and operational procedures or by referring those making inquiries to appropriate offices or personnel.
- Greet and direct District visitors to the appropriate person or office.
- Responds to routine inquiries from prospective and current substitute employees.
- Processes required paperwork for prospective and current substitute employees, including data entry of employee information into the human resources management system.
- Plans, organizes and presents substitute orientation for new substitute employees.
- Uses, maintains, and district-adopted online substitute management system to effectively place substitute employees in assigned positions.
- Works with site clerical, administrative staff, and employees to resolve placement issues with substitute employees in a timely and judicial manner.
- Monitor central office room reservations and assist with posting notices, room preparation and set up as assigned.
- Initiates and collects staff evaluations of substitute employees providing feedback to site principals and the Human Resources-Office.
- Performs complex and technical clerical work involving a review and audit of a variety of materials and a thorough familiarity with policies, practices, and procedures.
- Reviews, audits, and monitors the development of a variety of technical reports and statistical data.
- Generates reports, locates and abstracts data from a variety of informational sources.
- Devises forms to compile and abstract data, and determines report formatting.
- Prepares correspondence in response to technical questions following a specific response format.
- Establishes and maintains alphabetical, numerical, subject matter, and other classification files and catalogues.
- Types from rough drafts and notes word processing software.
- Organizes and coordinates the preparation of documents and records, which may include forms, bulletins, questionnaires, purchase requisitions, calendars, and a variety of other material.
- Prepares and maintains simple financial or statistical records.
- Operates a computer and related software to input and extract data from an automated information management, storage, and retrieval system.
- Maintains office equipment and stocks with appropriate supplies.

OTHER REPRESENTATIVE DUTIES:

- Engage in cross training on district functions and demonstrate use of knowledge to support office needs.

- Participates in job-related or District trainings as required.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Modern office practices, methods, and procedures.
- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts.
- Basic techniques and strategies of function organization and follow-through.
- Standard office machines and equipment, including computer, word processing equipment, and web-based software for data entry.
- Applicable District policies, procedures, rules and regulations.
- Operational procedures, policies, rules, and regulations specific to the assignment.

Ability to:

- Perform complex and technical clerical work requiring accuracy and attention to detail.
- Prepare clear and concise reports.
- Accurately interpret legal mandates, District policies, rules and regulations, and apply them to a variety of operational procedures.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

Two years of responsible and technical clerical experience, including experience in organizing and coordinating clerical functions.

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, automated record management, storage, and retrieval systems, and other related functional areas.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Personal appearance which establishes a desirable example for students.
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to learn the procedures functions and limitations of assigned duties